

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF COLORADO  
ELECTRONIC CASE FILING (ECF) SYSTEM  
ELECTRONIC FILER REGISTRATION FORM  
(Live System)**

To register for an account on the Court's ECF System, please provide the information requested below:

Name: \_\_\_\_\_

Bar ID# and State: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

\_\_\_\_\_  
Firm Federal Tax ID #: \_\_\_\_\_

Voice Phone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Send Electronic Notice (check one): \_\_\_\_\_ Each Filing \_\_\_\_\_ End of Day Summary

Send Electronic Notice in the following format (check one):

\_\_\_\_\_ HTML for Netscape, ISP mail service, i.e, AOL, Hotmail, Yahoo, etc.

\_\_\_\_\_ Text for cc:mail, Groupwise, Outlook, Outlook Express, Other (please list)

By submitting this registration form, applicant agrees to the following:

1. Federal Rule of Bankruptcy Procedure 9011 requires that every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) filed with the Court be signed by at least one attorney of record or, if the party is not represented by an attorney, by the party. The unique password issued to an Electronic Filer identifies that person to the Court each time he or she logs on to the ECF system. The use of an Electronic Filer's password constitutes the signature of the Electronic Filer for the purposes of Fed.R.Bankr.P. 9011 on any document or pleading filed electronically using that Electronic Filer's password. Therefore, an Electronic Filer must protect and secure the password issued by the Court. If you have any reason to suspect your password has been compromised, it is your duty to notify the Court immediately. The Court will thereafter immediately delete that password from the ECF system and issue a new password.
2. By this registration, applicant agrees to adhere to General Procedure Order No. 2001-8 and the Administrative Procedures for Electronic Case Files attached thereto and referenced therein, including consenting to the electronic service of pleadings and other papers from the Court as set forth in paragraphs II.C.3. therein. Applicant further understands and agrees that upon entering an appearance as an Electronic Filer in a case or proceeding, such appearance does not constitute consent to receive notice and service by electronic means from other attorneys unless he or she files a specific consent for service by electronic means within such case or proceeding.

3. Applicant agrees that prior to receiving a login and password to electronically file documents, he or she must enroll in and satisfactorily complete a CM/ECF Electronic Filer Training Program conducted by the clerk.
4. Applicant understands that originals of all electronically filed pleadings, affidavits, and other documents that contain original signatures or require verification under Fed.R.Bankr.P. 1008, or an unsworn declaration as provided in 28 U.S.C. § 1746, must be maintained by the attorney of record or the party originating the document for two years following expiration of all time periods for appeals after entry of a final order terminating the case or proceeding.
5. Except for federal agencies and chapter 7 trustees for whom other filing fee payment procedures may apply, applicant understands that in order to file documents electronically in the ECF system, he or she must complete and file a Credit Card Authorization form with the clerk. The numbers for one or more active credit card accounts together with information regarding authorized card signors and expiration date shall be indicated on this form. The Credit Card Authorization authorizes the clerk to debit from the account the payment of any fee required for an electronic filing by the Electronic Filer no later than the first business day following the submission of the electronically filed document. The applicant further understands that in the event the credit card charge cannot be processed, the payment deficiency must be satisfied within 24 hours. In the event an Electronic Filer's credit card transaction is rejected three times, applicant further understands that he or she may lose all access to the ECF system until such time as the payment deficiency is satisfied and the faulty credit card is replaced.
6. Applicant understands that the Court may revoke an Electronic Filer's password and, therefore, his or her authority and ability to electronically file documents for failure to comply with any provisions of this agreement, failure to adequately protect his or her Electronic Filer password, failure to comply with the provisions of General Procedure Order No. 2001-8 or the Administrative Procedures for Electronic Case Files attached thereto, failure to pay any fees required for documents electronically filed, or other misuse of the electronic case filing system.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

Please return to:      Bradford L. Bolton, Clerk  
                                 U. S. Bankruptcy Court  
                                 District of Colorado  
                                 U.S. Custom House  
                                 721 19<sup>th</sup> St.  
                                 Denver, CO 80202